

## SF 1034 Submission Process

Note: SF 1034s can only be submitted after the posted course end date on the SF 182 if funds have been obligated for Books & Materials.

Steps (book reimbursement only):

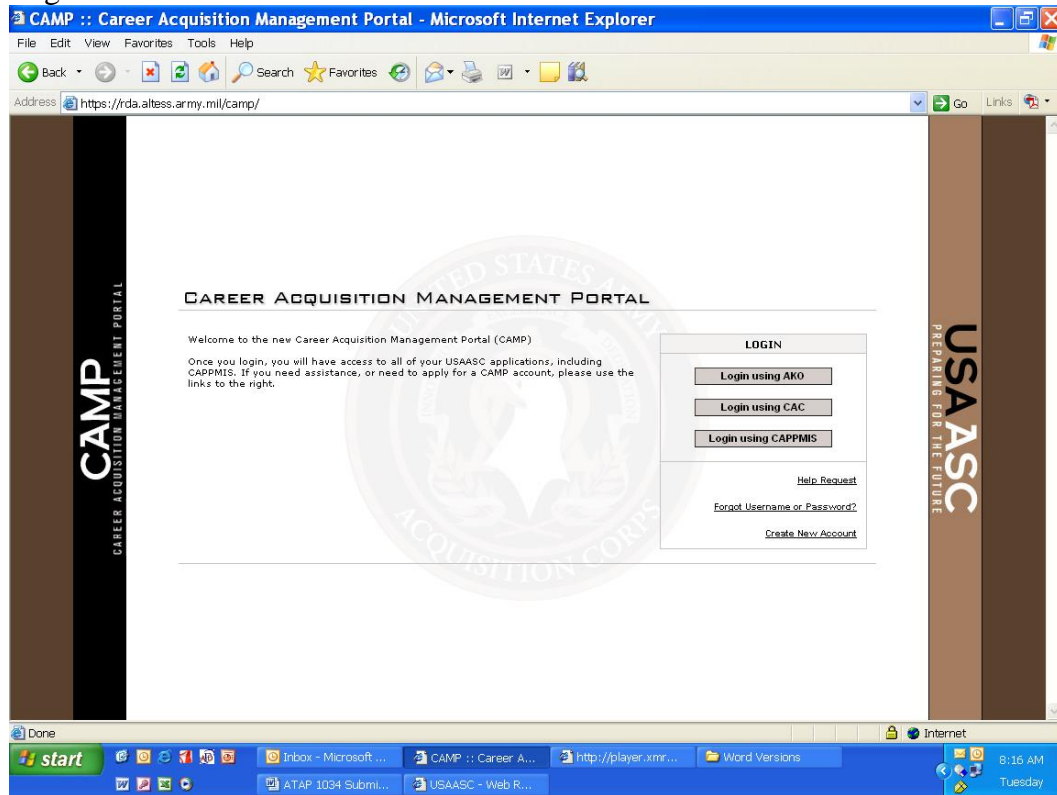
1. Log in to CAMP website (<https://rda.altess.army.mil/camp/>)
2. Click on CAPP MIS
3. Click AAPDS (Army Acquisition Professional Development System)
4. Click STUDENT MODULE
5. Click Planned/Enrolled or Course History if a grade has been posted
6. Click SF1034 (in the Create Forms column) next to the course for which you need book reimbursement (you will only be able to do this once an SF 182 has been submitted and approved).
7. When you click on SF 1034, it takes you to an automated form
8. Required Fields:  
# of Books purchased, Total cost of books (\$150 maximum), Date of purchase, Org Mailing Address, Upload Receipts
9. Save or Submit
10. Once submitted, the form will be routed to the Resource Manager
11. Once approved, you will receive an email notifying you of the expected DFAS payment timeline

Steps (tuition and book reimbursement):

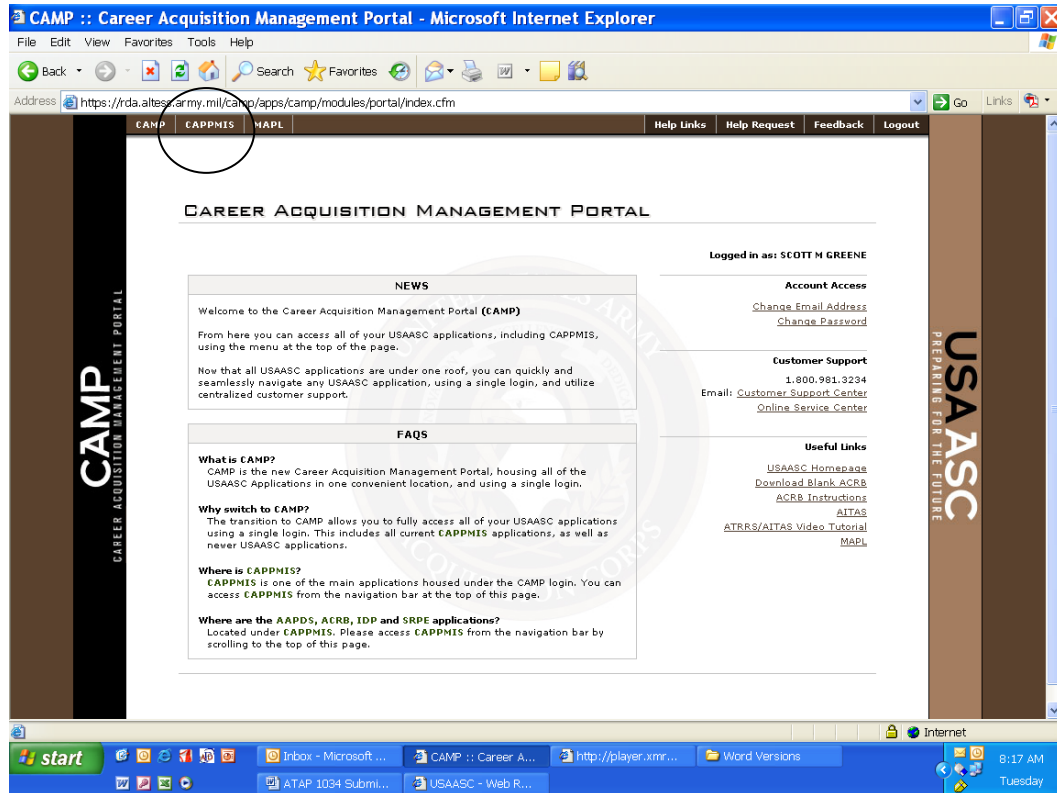
Note: Direct reimbursement to the student for tuition is limited.

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3. Click AAPDS (Army Acquisition Professional Development System)
4. Click STUDENT MODULE
5. Click Planned/Enrolled or Course History if a grade has been posted
6. Click SF1034 (in the Create Forms column) next to the course for which you need tuition and book reimbursement (you will only be able to do this once an SF 182 has been submitted and approved).
7. When you click on SF 1034, it takes you to an automated form
8. Required Fields:  
# of Books purchased, Total cost of books (\$150 maximum), Date of purchase, Tuition Cost, Org Mailing Address, Upload Receipts
9. Save or Submit
10. Once submitted, the form will be routed to the ATAP Coordinator for approval.  
Once approved by the ATAP Coordinator, it will be routed to the Resource Manager.
11. Once approved, you will receive an email notifying you of the expected DFAS payment timeline

## Log into CAMP



## Click on CAPPNIS



## Click on AAPDS

CAMPMS :: Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://rda.altest.army.mil/camp/apps/cappms/modules/home/index.cfm?fuseaction=home.dashboard>

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CAMPMS supporting the acquisition workforce

HOME ACRB IDP IDP ADMIN SRPE CMS REPORTS AAPDS WFM

Change Password Change E-Mail

CAPPMS

CAPPMS (Career Acquisition Personnel and Position Management Information System)

Please click the application acronym below for a full description:  
[ACRB](#) [IDP](#) [IDP ADMIN](#) [SRPE](#) [CMS](#) [REPORTS](#) [AAPDS](#) [WFM](#)

**ACRB (Acquisition Career Record Brief)** [Return to Top](#)

ACRB is a one-page display of pertinent acquisition information. The ACRB is primarily designed for civilian members of Army Acquisition, Logistics and Technology (AL&T) Workforce. It contains your personal, position, assignment, training, education, awards and certification information. The ACRB Edits module allows Army civilians the ability to edit certain sections of their ACRB. Army Acquisition Reserve (AR) and National Guard Bureau (NGB) workforce members utilize the ACRB to reflect their acquisition qualification. Active Army Acquisition Officers official record is the Officer Record Brief (ORB).

**IDP (Individual Development Plan)** [Return to Top](#)

The acquisition workforce member's vehicle to plan, coordinate and manage their continuing education and training over a five-year period. It serves as the primary communication method to allow employees to discuss, plan and gain approval from supervisors for their continuing training and education plans.

**IDP ADMIN (Individual Development Plan Administrator)** [Return to Top](#)

Permits ACMs to access the employee and supervisor IDP screens to assist the workforce with using the IDP.

**SRPE (Senior Rater Potential Evaluation)** [Return to Top](#)

SRPE system allows Senior Raters for the acquisition civilians to rate their leadership potential. Defense Acquisition Workforce Improvement Act (DAWIA) requires the best-qualified individuals, whether military or civilian to be selected for acquisition positions. By evaluating the potential of civilian employees, the SRPE provides a document that allows selection boards to more equitably compare a civilian candidate's leadership potential with that of a military candidate as documented on the senior rater section of their Officer Evaluation Report (OER).

**CMS (Certification Management System)** [Return to Top](#)

Automated certification management system to replace the manual certification process for the acquisition workforce. Provides the capability to allow Workforce member to apply for a Defense Acquisition Workforce Improvement Act (DAWIA) certification and permit the designated certifying officials the ability to review applications online. It also provides Supervisors the ability to better manage their employee's certification compliance.

Done

Internet

## Click on Student Module to access your account

CAPPMS - Army Acquisition Professional Development System - Windows Internet Explorer

Address <https://rdamtest7.altest.army.mil/camp/apps/cappms/modules/aapds/index.cfm?fuseaction=cAapds.dashboard>

CAMPMS - Army Acquisition Professional Development System

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Welcome

News

Your password expires on 08/14/2010

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CAMP CAREER ACQUISITION MANAGEMENT PORTAL

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Trusted sites | Protected Mode: Off

8:58 AM

**Student Program Information**

[ATAP](#) [Student Loan Repayment](#) [Planned/Enrolled](#) [Course History](#)

**ATAP Program Information**

Program Information	Fiscal Year	Allocated Tuition Dollars for Fiscal Year	Tuition Dollars Remaining for Fiscal Year
Program Status: ACTIVE Program Type: Masters Program End Date: 09/30/2010 Tuition Funding Limit Per Course: \$2,050.00 Book Funding Limit Per Course: \$150.00	2010	\$ 500.00	\$ 175.00

Please contact the Coordinator () at if you require any changes to this information

[ATAP Homepage](#) - [SF182 Submission Instructions](#) - [SF1034 Submission Instructions](#) - [ATAP Grade Submission Instructions](#) - [ATAP Billing Instructions](#)  
 For PDF versions of Official DoD forms visit the [DoD Forms Management Program](#)

[Security/Privacy](#) [System Requirements](#) [DOD Computer User](#) [Text Links](#) [ATRRS/AITAS Video Help](#)

On this page you can view your ATAP Program information

- Program Type (AA, BA, MA, or Business Hours)
- Program End Date (according to what you had on your ATAP application or ATAP Funding Update)
- Funding limit per course
- Book reimbursement limit per course
- Tuition Allocation for a given fiscal year (this is based upon what the student has asked for)
- Tuition amount remaining per FY (this number changes once the Program Manager approves an SF 182)

**Note:** The numbers on this page are used for tuition allocation only. The cost for books does not factor into these number as this is tracked internally. Also, these numbers are input by the Program Manager. The tuition amount listed does not come from course requests on the IDP.

You can only submit a SF 1034 for classes that already have an approved SF 182

Click on SF 1034

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**Student Program Information**  
[ATAP](#) [Student Loan Repayment](#) [Planned/Enrolled](#) [Course History](#)

**ATAP Planned / Enrolled**

NOTE: Planned courses are approved courses in your IDP for which you requested funding. After you submit your SF 182, the status will be changed to "Enrolled".

Course Number	Title	Provider	Status	Start Date	End Date	Create Forms	Forms Completed
CAMP101	CAMP Demo 101 (ATAP)	AERO-SPACE INSTITUTE	PLANNED	03/03/10	03/31/10	SF182 Pending Cancellation	
KAS 102	Kims Test Course2	ADELPHI UNIV	PLANNED	02/27/10	03/18/10	SF 182 Submitted	
KAS 103	Kims Test Course3	ACADEMIC NORTH CHURCH	PLANNED	04/03/10	04/15/10	<a href="#">SF 182</a>	
KAS 201	Kims Test Course 201	AEROTECH CHEYENNE	ENROLLED	03/03/10	03/27/10	<a href="#">SF 1034</a>	<a href="#">SF 182</a>
KAS 201	Another Test 2	A. R. T. TECHNICAL COLLEGE	ENROLLED	03/02/10	03/31/10	SF 1034 Submitted	<a href="#">SF 182</a>
test econ	econ 101	A T E S TECHNICAL INSTITUTE	ENROLLED	01/01/10	01/30/10	SF 182 Submitted	SF 1034 Approved

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[ATAP Homepage](#) - [SF182 Submission Instructions](#) - [SF1034 Submission Instructions](#) - [ATAP Grade Submission Instructions](#) - [ATAP Billing Instructions](#)

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Check which option applies to you. You will only submit for books unless you are one of the very few preapproved to submit for anything else other than books.

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**Create SF1034**

What are you requesting reimbursement for?

☒ Books  
☐ Tuition  
☐ Books & Tuition

Next Cancel

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Fill out the required fields, attach your receipt and Click submit.

Important Points:

\*You will only be able to submit up to \$150 for books

\*You may only attach one document so the ideal method is to scan your receipt(s) into a .pdf.

\*If you fill out part of the form and want to submit later, you also have the option to Save or Save and Exit.

CAPPMS :: Army Acquisition Professional Development System - Windows Internet Explorer

https://rdamtest7.altess.army.mil/camp/apps/cappmis/modules/aapds/index.cfm?fuseaction=cFormManagement.create1034&type=sf1034&fid=3&spid=9

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**Create SF1034**

Book Reimbursement For KAS 201 - Kims Test Course 201

How many books did you purchase? 2

What was the total cost of your books? 25.00 \$30.00 maximum

On what date did you purchase your books? 04/27/2010

Organization Mailing Address

Organization: PEO EIS  
Street: asdf  
City: asdf  
State: AP  
Zip: 24084

Upload Receipt index.cfm.pdf Delete

Comments Please enter any additional information that the Tuition Coordinator may need

Save Submit Cancel

\* = Required field

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CAMP CAREER ACQUISITION MANAGEMENT PORTAL

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8 Microsoft... USAASC - Org... CAMP - Care... CAPPMS - Ar... ATAP 1034 Su... ATAP SF 182 S... 12:40 PM

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https://rdamtest7.altes.army.mil/camp/apps/cappmis/modules/aapds/index.cfm?useaction=cFormManagement.submit1034Action&spid=927

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**ALERT:**

- Your SF1034 for KAS 201 - Kims Test Course 201 was submitted successfully.

**Student Program Information**

ATAP Student Loan Repayment Planned/Enrolled Course History

**ATAP Planned / Enrolled**

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ATAP Homepage - SF182 Submission Instructions - SF1034 Submission Instructions - ATAP Grade Submission Instructions - ATAP Billing Instructions

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The create forms will change from a "SF 1034" to a blacked out "SF 1034 Submitted". Once the form is approved by USAASC, it will change the title to "SF 1034 Approved." This will also send you an email notifying you that it has been processed and sent to DFAS for payment. Expect payment within 45 days after you receive this email.

CAPPMIS :: Army Acquisition Professional Development System - Windows Internet Explorer

https://rdamtest7.altes.army.mil/camp/apps/cappmis/modules/aapds/index.cfm?useaction=cStudent.showStudent&spid=927&section=planned

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